



DEPARTMENT OF NAVY
Naval Intelligence Activity (NIA)
Supervisory Intelligence Specialist (Deputy Chief of Staff)

Job Title: Supervisory Intelligence Specialist
Salary Range: \$121,316-157,709
Org Code/Org Title: BSO15/NIA
Series & Grade: GG-0132-14
Assignment Number: NIA-2020-007
Open Period: 11/9/2020-11/23/2020
Position Information: Perm/Full-time
Duty Location: Pentagon, Washington, DC

Relocation Expenses Reimbursed: Not Authorized
PCS Expense Authorized: Not Authorized
Travel Required: Occasional, May be Required
Who May Apply: Internal Only – Naval Intelligence
DCIPS Civilians - National Capital Region (NCR)
Security Clearance: Top Secret (SCI)
Supervisory/Non-Supervisory: Supervisory
Drug Testing: YES

Job Summary: Serves as a first-level supervisor at the GG-14/Band 4 grade level and performs technical, administrative, and management tasks that involve planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; managing and appraising employee and organizational performance; disciplining employees; resolving employee complaints; and supporting the development of employees. Makes decisions that affect the resources (people, budget, materials) of the work unit, ensure the technical quality and timeliness of the work produced by the employees in the unit, and collaborate with supervisors across the organization in unstructured situations.

Specific Duties:

- Share the duties, responsibilities, and authorities of the military Chief of Staff to ensure long-term continuity of leadership, management, oversight and execution of daily staff operations.
- Supervise staff, both military and civilian.
- Collaborate with stakeholders for coordination, assignment, and timely completion of validated tasking and administrative activity. Review and/or draft recurring products for leadership.
- Organize, develop, manage, and lead activities that directly shape and improve operations across NIA in order to staff, train, develop, and enable assigned personnel.
- Enhance relationships and represent command's position with key customers and partners in the Navy and Intelligence Community, engaging with the DNI and other Navy flag officers, senior DoD officials, senior IC officials, and the Director of National Intelligence on behalf of the DNIA.
- Execute NIA Records Management Program.
- Perform other duties as assigned.

Desired Minimum Qualifications/Ranking Factors: Applicants will be evaluated based on the criteria identified below and must demonstrate at least 1 year of specialized experience equivalent to the GG/GS-13 grade level or pay band in the Federal service or equivalent experience in the private or public sector.

- Oral Communication
- Written Communication
- Researching
- Planning and Evaluating
- Problem Solving
- Strategic Thinking



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In addition, individuals must meet Individual Occupational Requirements for the series/grade selected as identified within the Office of Personnel Management qualification standards. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Conditions of Employment:

- You must be a US Citizen
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Selectee must be determined suitable for federal employment
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service

How to Apply:

1. Access the HireVue Applicant system via Chrome by clicking the following link:
<https://navy.hirevue.com/signup/fNrjA5H7UYAJUbzXkH94ux/>
2. Sign-up by entering your first name, last name and email address. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
5. For additional information, please email the Naval Intelligence HR Specialist, Jacquelyn Taylor, email: jacquelyn.taylor@navy.mil.

Requested Documents: **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-013 on your resume for each Federal position.**



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*This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement. **If you are an external applicant claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you must self-identify your eligibility.***

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.